GPO

OFFICIAL DIGITAL SECURE

Doing business with GPO.

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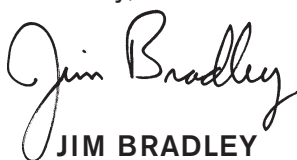
DEAR PROSPECTIVE BIDDER:

Thank you for your interest in doing business with the U.S. Government Publishing Office (GPO). For more than 150 years, GPO has supplied printing, binding, and related services to Congress and agencies of the Federal Government. A key component of that mission is performed every day by private-sector printing contractors doing business with the GPO.

GPO is committed to providing all qualified potential contractors with an equal opportunity to take part in its competitive bidding process. This publication was developed to explain GPO's printing procurement program and to provide you with the information you need as a GPO contractor.

We appreciate your interest in GPO and look forward to working with you in the future.

Sincerely,

JIM BRADLEY
Agency Deputy Director

Procurement Products and Services

GPO's contracts cover the entire spectrum of printing and publishing products and services. These contracts are available for almost any firm — large or small. GPO welcomes any firm's capabilities from long or short runs to digital or conventional printing methods.

Products

- Banners
- Books
- Business Stationery and Business Cards
- Braille
- CDs and DVDs
- Congressional Publications
- Direct Mail
- eBooks and eMagazines
- Envelopes
- File Folders
- Forms
- Kit Packages
- Labels
- Maps & Drawings
- On-Demand Printing
- Quick Printing
- Pamphlets and Brochures
- Posters
- Promotional Merchandise (bags, coffee mugs, pens, pencils, t-shirts, etc.)
- Signage
- Smart Card Production
- Vehicle Wraps
- 3D Printing

Services

- App Development
- Binding
- Book and eBook Design
- Brand and Identity Systems Design
- Coding
- Consulting and Facility Management Services
- Design Services for Mobile Devices
- Design of Secure Cards and Credentials
- Distribution Services
- Digital Printing
- Disaster Recovery
- eBook and eMagazine Conversion and Dissemination
- Editorial Design
- Environmental Graphic Design
- File Conversion
- Illustration
- Information Design
- Indexing Services
- Logo Design
- Magazine/Periodical Design
- Marketing/ Communications Consultation
- Multimedia Design
- Order Fulfillment
- Print-on-Demand
- Production Layout
- Promotional Design
- Security Design
- Security Printing/PII
- Scanning
- Subscription Services
- Training
- Variable Data Printing
- Videography and Video Creation
- Warehousing
- Web based Training & Development
- Web Site Design
- Web Hosting & Maintenance
- 508 Compliance

Procurement Process

By law, unless legitimate circumstances beyond the Government's control dictates, GPO is required to procure products through the competitive bidding process. It is one of the Government's most successful procurement programs, ensuring the most cost-effective use of the taxpayer's printing dollars.

First, GPO prepares a written description (specification) of the work or services to be performed. Specifications include information about the job such as:

- **Nature of work to be completed**
- **Sizes to be produced**
- **Color standards**
- **Quantities**
- **Packaging and marking information**
- **Delivery schedules**
- **Any additional materials or services necessary to completely fulfill the requirements**

GPO will then advertise online for its requirements, inviting any qualified firm to submit a bid/quote.

On average, over a hundred print-related projects are procured each day from private-sector vendors. GPO competitively buys products and services from thousands of private-sector companies in all 50 states and territories.

Becoming a GPO Contractor

Registration

Firms interested in supplying any product or service to GPO must register their business online at GPO's "Contractor Connection" Web site, **www.contractorconnect.gpo.gov**. Once on the site, prospective contractors can access all the required forms to successfully register their firm with GPO.

Form Completion

There are three forms to complete in order to register your firm with GPO:

1. Request for Taxpayer Identification Number and Certification — **IRS Form W-9**
2. Payment Information Form — **SF 3881**
3. Evaluation Sample Submission Form — **GPO Form 2689**

Return all forms signed and completed (either electronically or hard copy) to GPO via email, **ppdsmla@gpo.gov**, or fax , **202.512.1782**. Once the registration process has completed, you will be issued a Contractor's Code (GPO I.D. Number) and a quality level rating (used for evaluating your ability to produce jobs). You will then be invited to bid on GPO solicitations based on GPO's evaluation of the information and product samples provided by you.

Available Printing Procurement Methods

The GPO has a wide range of set procurement options available. Information below contains a breakdown of the different contracting methods and a short synopsis on each. Please review the following procurement methods to learn more about the business opportunities available with the GPO.

For additional information on any of the contracting options, please contact a print procurement customer service office located on the **http://www.gpo.gov/customers/offices.htm** web site.

GPO*Express* Federal agencies can have direct access to services at FedEx Office locations worldwide by using a GPOExpress Card. Agencies receive significant discounts and benefits on their printing and finishing needs at any store location at any time.

One Time Bids Large or complex projects procured using formal bidding process.

Simplified Purchase Agreement (SPA) SPAs put the control in the hands of the customers. This is a streamlined vehicle for agencies to acquire printing, related publishing and digital services valued up to $10,000 from qualified commercial vendors.

Small Purchases Projects under $100,000, procured using a quicker contracting method than a One Time Bid.

Term Contracts Contracts supporting repetitive orders for a similar product or service over a period of time (1 – 5 years). Each contract allows for simple, convenient ordering directly from the customer agency to the contractor. Estimates for individual orders are easily produced from a contract schedule of prices that are fixed for the contract period.

> **Single Award -** when one vendor can satisfy our customer requirements
> **Multiple Award -** when multiple vendors would be better positioned to meet our customer's requirements

GPO Onsite and Consulting Services This umbrella agreement gives pre-qualified GPO contractors the opportunity to provide Onsite Document Solutions which offers consulting for comprehensive strategies to transform and streamline document operations to all Federal Government agencies. Production support is an innovative source delivering effective equipment and personnel solutions for in-house copy center operations.

The Bid Submission Process

Submitting Bids/Quotes

GPO has two primary methods of soliciting bids for procurements. One method is through solicitations sent directly to qualified contractors on a rotational basis. These solicitations give you, the contractor, a chance to submit a bid/quote on the specification.

The second method is contractors can find out about solicitations through Government postings. GPO has its own Web site where nationwide procurement opportunities are found. The Web site is **www.contractorconnect.gpo.gov/**. This Web site provides general procurement information and electronic posting of contract opportunities. Large procurements and sealed-bid solicitations for all Regional Offices and DC Offices are also advertised on the **www. fedbizopps.gov** Web site. To submit a small purchase quote you must be a registered vendor. GPO requires all small purchase quotes be submitted through Contractor Connection using Quick Quotes unless otherwise directed.

Prospective bidders have access to an online copy of *GPO Contract Terms* (**GPO Publication 310.2, http://www.gpo.gov/pdfs/ vendors/terms.pdf**). This document is included by reference in all GPO contracts. It should be read very carefully and retained for future reference. Additional pertinent GPO Publications may be found online; some are listed below:

GPO Publication 310.1 (revised August 2002), *Quality Assurance Through Attributes Program for Printing and Binding*
http://www.gpo.gov/pdfs/vendors/qatap.pdf

GPO Publication 310.3 (effective August 31, 1988; Rev. 1-95)
Quality Assurance Through Attributes Program for Microforms
http://www.gpo.gov/vendors/microforms.htm

Government Paper Specification Standards March 2011 No. 12
http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf

Safeguarding Bids

All sealed-bids are kept under lock and key until the time specified for opening. You and your representatives are invited and encouraged to attend the public opening.

Responses to a request for proposal (RFP) are forwarded, unopened, to the Contracting Officer for recording and for safeguarding from unauthorized disclosure. However, unlike sealed bids, proposals are not publicly opened, and there is no public disclosure of the offeror's names or the number of proposals received.

Awarding Jobs

Sealed-bid awards are typically made to responsive, responsible contractors on the basis of lowest cost to the Government after considering the contractor's past performance (both on-time delivery and product quality) on previous GPO contracts. Awards under competitively negotiated procurements are based on best value, price and other factors specifically stated in the solicitation. In all contracts, GPO expects the contractor to conform to the contract terms and conditions. Contractors have the opportunity to submit a written request to withdraw their bids or offers at any time before the time established for the opening of the bids or receipt of offers.

GPO's procurement opportunities can be found at **Contractor Connection**. The Web site is **http:// contractorconnect.gpo.gov**. This link provides general procurement information and electronic posting of small purchase opportunities.

Quality Rating and Evaluation

Quality Rating Determination

Upon entering GPO's procurement program, you were automatically assigned a level 5. In order to get a higher rating you will be required to submit samples reflective of the quality of work produced by your firm. Follow the instructions in the Automated Bid List (ABLS) Quality Level Sample Submission Procedures at **http://www.gpo.gov/ pdfs/vendors/sfas/QLSamples.pdf**.

The definitions of levels and basis for the evaluation of the samples are found in the GPO Publication 310.1 Quality Assurance Through Attributes Program for Printing and Binding (QATAP).

GPO will evaluate these samples and each vendor will be issued a quality level rating. This rating [1 (best) – 5 (functional)] will determine the types and levels of work you will be invited to bid on.

Quality Assurance Through Attributes Program (QATAP)

All work performed under a contract with the GPO is subject to inspection and testing to ensure that all contract terms are fulfilled. Contracted work is inspected using the Quality Assurance Through Attributes Program (QATAP). This program provides for the precise expression, prior to production, of quality requirements for printing and related products. The program also provides for the clear determination, based on objective methods, of conformance to these requirements once the product has been produced or received. Items failing inspection will be rejected, and the contract may be terminated for default if the problems are not corrected in a timely fashion. You may be required to correct or replace defective items at your own expense, or to reimburse the GPO for any additional expenses incurred as a result of noncompliance.

Buy American Act

The Buy American Act requires the Government give preference to domestic-source end products. Generally, in evaluating bids in which both domestic and foreign products are offered, 6 percent will be added to the foreign-bid prices or 12 percent if the domestic end-product bidder is a small business or located in a labor-surplus area.

"Domestic end product "means:

(1) An unmanufactured end product which has been mined or produced in the United States; or, (2) An end product

manufactured in the United States if the cost of the components mined, produced, or manufactured in the United States exceed 50 percent of the cost of all its components. The cost of components shall include transportation costs to the place of incorporation into the end product and shall include duty in the case of components of foreign origin. "United States" means the 50 States, District of Columbia, and outlying areas (i.e., Puerto Rico, American Samoa, the U.S. Virgin Islands, and any other place subject to United States jurisdiction).

Getting Paid

GPO's goal is to pay bills within 30 days after receipt, or sooner, if a prompt payment discount was offered with the bid. Please read the following information to ensure your bills are submitted to the GPO properly to receive prompt payment.

The preferred method of submitting your invoices for payment is through the GPO fax gateway (if no samples are required). The information for using this method is located at the following Web site **http://winapps.access.gpo.gov/fms/vouchers/barcode/ instructions.html**.

If samples are required with your invoice submittal, you can mail them to the following address:

Comptroller – FMCE
Office of Financial Management
U.S. Government Publishing Office
Mailstop: FMCE Room A-626
Washington, DC 20401

Invoice Submission Information

When completing your invoice, please be sure to include all requested information as outlined in *GPO's Billing Instruction* (GPO Publication 300.3) **http://www.gpo.gov/vendors/billing.htm**. The invoice should include the following:

- **The Purchase Order Number**
- **Jacket Number**
- **Print order and program number on term contracts**
- **Evidence the shipment/delivery was made and that all contractual requirements have been met, including sample copies, negatives returned, sales copies, etc.**

Please read your contract carefully to ensure all requirements have been met and are supported with documentation where required.

> **Note:** In the GPO Billing Instructions, special attention should be paid to the requirements regarding evidence of shipment or delivery. We find non-compliance with these requirements results in a major portion of payment delays.

GPO's Payment Program (EFT)

GPO is required to pay all contractors through the Electronic Funds Transfer (EFT) program. Under EFT, payments are in your account on the payment date. Accounting data is furnished electronically to your bank or financial institution. Your bank or financial institution is responsible for providing you with the accounting data you need to settle your accounts. To receive payment through EFT, contractors must complete an SF 3881, "ACH Vendor/Miscellaneous Payment Enrollment Form" located at **http://www.gpo.gov/pdfs/vendors/sfas/sf3881.pdf**.

If you are a first-time contractor for GPO, and have questions regarding EFT payments or any billing concerns, please feel free to e-mail GPO at **invoice-inquiry@gpo.gov**.

A Final Word of Advice

Thousands of small business firms obtain GPO contracts and continue to seek them because they are profitable. GPO offers fair and equitable treatment to all suppliers. Our contracting personnel will give you full support and cooperation so we obtain an acceptable product from you at a reasonable price, in a timely manner.

We hope this answers most of your questions about doing business with GPO. If you have other questions, please contact any of the GPO organizations listed in this booklet. They will be glad to help you.

> We invite you to join the GPO team —
> become one of our contractors!

Contacts and Reference

Questions and Information
Please email GPO Bid Section at **ppdsmla@gpo.go**v
or call **202.512.0526**

Contractor Registration Information
www.contractorconnect.gpo.gov

GPO Vendor Web Resource
http://www.gpo.gov/vendors/index.htm

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